

GENERAL DEFINITION OF WORK:

Provides leadership in the development, implementation, and annual review of the early childhood special education (ECSE) and Virginia Preschool Initiative (VPI) curricula and programs. Seeks out and completes grant applications and monitors grant compliance; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:**Coordinates and provides leadership for the ECSE and VPI programs.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides leadership in the development, implementation, and annual review of the early childhood special education (ECSE) and Virginia Preschool Initiative (VPI) curricula and programs;
- Completes grant applications for VPI funds and monitors compliance with grant requirements;
- Assist with preparation of Title I reports related to preschool;
- Assist the Special Education Director with development of the early childhood special education grants;
- Administers the division student selection process for the preschool program;
- Coordinates staff development opportunities for ECSE and preschool educators;
- Coordinates all child find activities;
- Maintains appropriate and accurate records for ECSE and VPI curricula, programs, and grants;
- Assists in the analysis of data used to prepare records on effectiveness and efficiency of ECSE and VPI programs;
- Assist in the analysis of data used to evaluate preschool student achievement;
- Assist Human Resources department and Principals in recruiting and recommending preschool teachers and instructional assistants;
- Assists principals with the evaluation of ECSE and VPI teachers and instructional assistants;
- Coordinates expenditures of ECSE and VPI instructional funds;
- Performs other duties as assigned;
- Maintains and upholds School policies and procedures.
- Coordinate community involvement for early childhood education

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of child growth and development; must possess the ability to develop a high-quality, age appropriate curriculum to successfully engage children and foster physical, emotional, cognitive and social development; comprehensive knowledge of state law and regulations; ability to communicate effectively, both orally and in writing. Must be knowledgeable about current ideas, trends, methods, programs, and materials related to ECSE and VPI education. Must be able to work independently. Must have knowledge of education assessment; previous supervisory experience preferred. Must have the ability to establish and maintain effective working relationships with school personnel and the general public.

EDUCATION AND EXPERIENCE:

A Bachelor's Degree from an accredited College or University is required; must possess or be eligible for a Virginia Teaching License. Endorsement in Supervision and Administration, K – 12 preferred or willingness to complete requirements for Supervision and Administrative endorsement.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.